

Barktoberfest Vendor Application

Sunday, October 16

12 p.m. – 4 p.m.

Rock Quarry Park (701 Stadium Drive)

Rain or shine

Fees

Fees are applied to all types of vendors including non-profit organizations, businesses, and food vendors. Fees must be paid in full at the time of application submission. Application is not complete until fee is received.

City Resident: \$25

Non-City Resident: \$30

Payment options: cash, money order, check, or credit card. Make checks or money orders payable to "City of Durham."

Application Deadline: Friday, October 7, 2016

Insurance Requirements

The City of Durham will purchase special events insurance to cover the City's liability exposure. This insurance will not protect vendors, suppliers, performers, or others participating in the festival. The City of Durham requires all food vendors to obtain their own insurance, naming the City of Durham as an additional insured, with combined single limit not less than \$1,000,000 per occurrence. A copy of this insurance must be included with this application.

The City of Durham Parks and Recreation Department does not assume responsibility for loss or damage of items exhibited during the Woofstock event. If insurance is desired, it must be purchased by the vendor.

Permits

1. It is the responsibility of each food vendor to comply with the Durham County Health Department guidelines and inspections (919-560-7800).
2. All licenses and permits (if applicable) must be submitted with application.

Rain Procedure

- In the case of rain, all vendors are responsible for covering their space, unit and/or products.
- If there is inclement weather (i.e. thunderstorms, heavy rain), the festival coordinators will make the decision to cancel the event.
- The City of Durham is not responsible for any loss resulting from adverse weather conditions.

Refunds

No fees will be refunded for cancellations less than 30 calendar days prior to the date of event. Exceptions include when the cancellation is a result of an act of nature or the event is cancelled by DPR due to unforeseen circumstances. Please allow two to four weeks for processing. All refunds will be mailed to the individual, business, or organization's address shown on the application.

Set Up

- The park will be open at 9:00 a.m. for vendors to start setup; no vendors are allowed to set up before 9:00 a.m.
- Set-up should be complete by 11:30 a.m.
- Food vendors will only sell at their designated location and only the food they registered to sell.
- Vendors must stay within their 10'x10' space. Vendors needing additional space must pay for an additional vendor space in full increments.
- Vendors are responsible for supplying their own table, chairs, and tent.
- ALL tents, including 10x10's, must be properly secured in preparation for rain and/or high winds. Vendors will be responsible for any damage from tents not being properly secured.
- Vendors and booth attendants should leave their areas clean after breakdown.
- Break-down will not begin before 4:00 p.m., and should be complete no later than 5:00 p.m.
- Vehicles will not be allowed to drive in the event area between the hours of 11:00 a.m. – 4:00 p.m.

FOOD VENDORS

- Three food vendors and two novelty vendors (ice cream, Italian ice, kettle corn, etc.) will be accepted.
- Chosen food vendors must be able to provide a variety of food choices.
- Food vendors must provide a copy of their insurance with this application.
- Food vendors must comply with all Durham County Health Department regulations.



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Application Deadline – October 7, 2016



Return Application By Mail To:

or

Return Application In Person:

Durham Parks & Recreation
Attn: Barktoberfest
101 City Hall Plaza
Durham, NC 27701

Durham Parks & Recreation
400 Cleveland Street
Durham, NC 27701

Please complete the following information completely.

Payment In Full Must Accompany Application.

Name_____

Business Name/Organization_____

Address_____City_____State_____Zip_____

Telephone: Home_____Work_____Mobile_____

E-Mail Address_____

Category: *(check one)*

- ☐ Food vendor
- ☐ Non-food vendor/Business/Non-profit organization

MENU ITEMS AND PRICES: This section **MUST** be completed! Include all items that will be sold at the booth.

Food: *(circle one)* Yes No

Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____

Beverages: (circle one) Yes No

Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____

Non-Food: (circle one) Yes No

Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____
Item_____	Price: \$_____

I hereby affirm that I have read and do understand all instructions and guidelines in the Barktoberfest Application form and information packet. I agree to comply with all rules/guidelines and my failure to do so will result in my removal from the festival activities with NO REFUND. Any situation not specifically covered in these guidelines will be resolved at the discretion of the Barktoberfest Event Coordinator.

Signature of Applicant

Date

For Office Use Only

Date Rec'd:_____

By Mail_____ In Person_____

Approved_____ Denied_____